

Scottsboro High School

“Maximizing the learning of all students”

2017-2018 STUDENT HANDBOOK



Principal-Mr. Brad Dudley

Assistant Principal - Mr. Scott Hodges

Assistant Principal- Mr. Jeff Tubbs

2017-2018 ACADEMIC CALENDAR

August 4	First Day
September 4	Labor Day
October 9-10	Columbus Day
November 10	Veteran's Day
November 20-24	Thanksgiving Holidays
December 21 – January 2	Christmas Holidays
January 3	Teacher Workday (no students)
January 5	Students return
January 15	MLK Day
February 16,19	Presidents Day Holiday
March 26-30	Spring Break
April 20, 23	No School
May 24	Last day of school for students
May 25	Graduation/Teacher Workday

GRADING REPORTS FOR 2017-2018

Parents can access grades at any time during the school year through the INOW Parent Portal. Passwords can be obtained at the central office. Grades will be sent home by the following schedule:

	<u>First Term:</u>		<u>Second Term:</u>
First 9 Weeks	August 4-October 8	First 9 Weeks	January 5-March 13
Mid-term Progress Reports	Friday, September 8	Mid-term Progress Reports	Friday., February 9
9 Week Report Card	Friday, October 13	9 Week Report Card	Friday, March 16
Second 9 Weeks	October 11-December 20	Second 9 Weeks	March 14-May 24
Mid-term Progress Reports	Thursday, November 9	Mid-term Progress Reports	Friday, April 27
9 Week Report Card	Friday, January 5	9 Week Report Card	Friday, May 25

PURPOSE

“The purpose of Scottsboro City Schools is to maximize the learning of all students.”

MISSION

Our mission is to ensure quality learning by providing students with opportunities and resources to achieve academic excellence and to provide encouragement, support, and respect so that all Scottsboro City School students can become productive citizens.

BELIEFS

- All students can achieve their potential if provided with appropriate opportunities.
- All students should have safe and disciplined schools, qualified teachers, committed support staff, challenging curricula, and effective school leaders.
- All students deserve a nurturing environment that promotes a feeling of self-worth.
- Education is a shared responsibility among home, school, and community.
- Learning is a lifelong endeavor.
- Today’s schools shape tomorrow’s workforce.
- Innovation in technology and education is necessary to meet the needs of our youth and society.
- Employing, retaining, and appropriately training quality personnel are essential to system effectiveness.
- Schools must offer a diverse and challenging curriculum which supports the various needs and learning styles of all students.
- Extra-curricular activities are important in the overall development of students; moreover, appropriate extra-curricular experiences contribute to academic success.

SCHOOL CLIMATE

Scottsboro High School strives to provide a positive school climate conducive to learning and portraying mutual respect. Pride yourself in being a Wildcat and wearing black and gold! Challenge yourself to meet the high academic expectations as well as to become involved in the numerous clubs, sports and activities offered.

COMMUNICATION

Information regarding upcoming events, accomplishments, and news from SHS will be provided through School Messenger phone calls and emails, social media such as Twitter and Facebook, and Remind messages. In order to receive SHS school remind messages please text @goshscats to 81010 or (334) 521-4762.

STAR PROGRAM

Through the efforts of faculty, friends and sponsors, Scottsboro High School recognizes and rewards students for academic excellence. Students having all A's or A's and B's for each course in a semester of work will be recognized in a school-wide assembly program and receive various rewards based on the number of semesters they have maintained these grades.

ENTERING THE BUILDING PROCEDURE

Students who ride a bus or drive themselves may enter the building at 7:45 AM through the gymnasium entrance and will remain there until 8:00 AM. Students who are transported by their parents or guardians will be dropped off in the front of the building and will enter through the front doors. They will remain in the Cafeteria until 8:00. Students who have make-up tests, tutoring or school meetings may enter as early as 7:15 through the rotunda doors where they will be asked to sign in and denote their destination.

STUDENT ABSENCES AND EXCUSES

The Scottsboro City Board of Education believes that the presence of the student in the classroom on a regular basis is necessary to ensure that the student derives maximum benefit from instruction, including the opportunity for interaction with teachers and peers. All students are expected to attend school regularly and to be on time for classes. The Scottsboro City Board of Education is governed in its attendance practices and policies by the Code of Alabama, as amended. The Code specifies that all children between the ages of six (6) and seventeen (17) must attend school each day unless excused.

EXCUSED ABSENCES

In accordance with state law, only the following absences will be considered excused absences, provided that in each instance written parent/guardian confirmation has been received within three (3) days of the child's return to school. Each absence requires a valid reason.

- Personal illness
 - Limit four (4) parent notes per semester without doctor's excuse (one day absent = one parent note, two days absent = two parent notes, etc.)
 - Illnesses that persist for three (3) or more consecutive days require an excuse from a medical professional
- Hospitalization/Medical or Dental Appointment
- Emergency (Must be approved by the Principal)
- Death in immediate family
- Legal (required court appearance as ordered by subpoena or other court document)
- Principal Approved (Permission must be requested in writing. Limit 5 per year)

The following reasons may be coded Principal Approved:

- Military circumstances related to the deployment or return of a parent/guardian
- Accompany parent/guardian on an overnight school trip that involves a sibling (i.e. sporting event, band trip, etc.)
- Obtaining a driver's permit or license
- Legislative Page or other opportunity to participate in an operation of one of the three branches of government
- Visit to the junior college, university, technical or trade school (Limit 1)

- A second visit may be approved for 12th grade students earning all A's/B's for the first semester

Any absence not identified in the above list should be decided on a consistent case by case basis by the Principal. Principals in feeder patterns should consult with one another before a decision is made when siblings are involved.

SUBMITTING EXCUSES

It is the parent/guardian's responsibility to see that children attend school regularly and to provide evidence for an excused absence when an absence is necessary. A phone call to the school about an absence is not sufficient documentation. The State of Alabama requires a written note on file. Each note should be submitted within three (3) days of the student's return and must contain the following:

- Child's full name
- Date to be excused
- Reason for the absence
- Phone number to contact parent/guardian
- Signature of parent/guardian or doctor

UNEXCUSED ABSENCES

Any absence for which a valid written explanation is not provided within three (3) school days shall be coded as unexcused. Any absence beyond the fourth per semester shall be unexcused unless the written explanation meets an excused absence category. It is the parent/guardian's responsibility to make sure the note/fax has been received at school.

SCHOOL RELATED ABSENCES

Students who participate in school-sponsored or school-authorized activities and are thereby away from school or class will not be counted as absent from school for this purpose. Students are expected to make up work missed while at these activities, and should be given the same opportunities as those afforded students with excused absences. The school may require appropriate documentation to support any absence coded in this category. Failure to provide the documentation may result in an unexcused absence. (I.e. sporting event, field trip, competition, etc.)

MAKE-UP OF WORK, TESTS, AND OTHER ASSIGNMENTS

Grades should reflect a student's academic performance. Students are expected to complete, to the best of their ability, all work, tests, and other assignments given by their teachers. Students are expected to attend school on a daily basis, but Scottsboro City School administrators recognize there may be times when a student may be absent from school. While the absence counts against the student's attendance record, it should not prohibit the student from obtaining and completing their assignments. The following options are available for teachers, students, and their parents/guardians to ensure education is interrupted due to an absence.

EXCUSED ABSENCES

Students are permitted to complete work, tests, and other assignments when absences are for excused reasons. The teacher(s) will give students a maximum of five days to complete the assignments. It is the responsibility of the student or parent/guardian to request and obtain assignments from the teacher(s) through normal school channels. (I.e. in person, by telephone, email, etc.)

In cases of extreme or extenuating circumstances based on the nature of the absence, the teacher(s) may grant additional days to complete and return assignments or take tests, not to exceed two weeks beyond the student's date of return to school.

UNEXCUSED ABSENCES

Students are permitted to complete work, tests, and other assignments when absences are for unexcused reasons. The teacher(s) will give students a maximum of five days to complete the assignments. It is the responsibility of the student or parent/guardian to request and obtain assignments from the teacher(s) through normal school channels. (I.e. in person, by telephone, email, etc.)

Administration of tests given during the unexcused absence period will be scheduled by the teacher(s) within the required period at a time that does not interfere with the normal school day.

SUSPENSIONS

Students who are suspended out of school are permitted to complete work, tests, and other assignments during their suspension period. At the student or parent/guardian's request, teacher(s) will provide assignments given during the suspension period. It is the responsibility of the student or parent/guardian to request and obtain assignments from the teacher(s) through normal school channels. (I.e. in person, by telephone, email, etc.) The teacher(s) will give students a maximum of five days to complete the assignments.

Administration of tests given during the suspension period will be scheduled by the teacher(s) within the required period at a time that that does not interfere with the normal school day. Due to the timing or length of the suspension, the teacher has the discretion to modify the timeline on a case-by-case basis.

TARDIES

Any checkout or check in for which the student misses without a valid excuse will be marked as an unexcused tardy within the school attendance program. A history of unexcused tardiness, three (3) or more, may result in in-school detention, after-school detention, or Saturday school.

TRUANCY

If a parent/guardian does not explain in writing within three (3) days of a student's return to school after being absent, that student will be classified as truant for each and every absence. The student will also be classified as truant if the Principal (or administrative designee) determines that an absence(s) is unexcused based on the parent/guardian's written explanation.

The Code of Alabama requires schools to notify parents/guardians of their student's unexcused absences, to inform parents/guardians of Alabama's compulsory school attendance laws, and to be advised of the penalties that can be applied if the student continues to be truant from school. The notice of three (3) unexcused absences is intended to correct any error and/or to remind parents/guardians of Alabama's Compulsory Education Law. Upon the accumulation of an unexcused absence, the student is considered truant from school, and consequently in violation of state law and the Board's attendance policy.

State law requires that parents/guardians ensure their child has good attendance in school, and further states that failure to do so could lead to prosecution of the parents/guardians and/or child for failure to comply with the law. School officials are required to report to juvenile authorities those students and parents/guardians who are in violation of the law.

Truancy action occurs at the following stages:

First Unexcused Absence: The Parent/Guardian will be notified of the absence via a phone call from the automated school messenger system.

Third Unexcused Absence: The Parent/Guardian will be notified in writing of the unexcused absences, Alabama's compulsory school attendance laws, and the procedures that shall be followed in the event that other unexcused absences occur.

Fifth Unexcused Absence: The Parent/Guardian will be notified in writing of the unexcused absences and a truancy meeting date and time. The district attendance officer, school administrator, parent/guardian, and student (pending age) will discuss the attendance violations and penalty for future unexcused absences at the truancy meeting.

Secondary students may also lose driving and/or co-curricular privileges such as prom attendance upon the fifth unexcused absence.

Seventh Unexcused Absence: The district attendance officer will file a complaint with the juvenile court system against the parents/guardians and/or the student whichever is appropriate.

Eighth + Unexcused Absence: Each unexcused absence after a complaint has been filed will be reported to the juvenile court system for further court action.

DROP/ADD CLASSES AND SCHEDULE CHANGES

Schedule change requests must be made through the counseling office between the date of schedule issue (7/17/17) and the last day of summer for students (8/3/17) at no charge. A change in schedules between the first day of school (8/4/17) and the third day of school (8/8/17) will require a \$20 fee for students. No schedules will be changed for the remainder of the school year after August 8, 2017. **Note that all Spring schedules should be finalized at the beginning of the school year.**

EXAMS

All courses will administer a final exam on the last two days of each semester. Permission to take an exam early will be granted by administration in emergency situations or extenuating circumstance only. Exams will be weighted 20% of the final course grade unless the student meets the attendance and grade requirements listed below in which case the exam will be weighted as a regular classroom test. Midterms will be administered at the discretion of the **classroom teacher.**

For an exam to be weighted as a regular test the student must:

- Maintain an A average with 3 or less excused absences.
- Maintain a B average with 2 or less excused absences.
- Maintain a C average with 1 or less excused absences.
- Maintain a D average with 0 absences.

DUAL ENROLLMENT

Dual enrollment courses are offered both on the campus of Scottsboro High School as well as the campus of Northeast Alabama Community College. If you are interested in taking dual enrollment courses, contact the Junior/Senior Counselor for details.

VIRTUAL INSTRUCTION

Virtual classes are offered at Scottsboro High School. For more information, contact the Junior/Senior Counselor or SHS Administration.

EARLY GRADUATION

Early graduation is an option at Scottsboro High School. Forms for early graduation are located in the office of the Junior/Senior Counselor. Procedures for application and expectations are located on the form.

CODE OF CONDUCT

The code of conduct is located on both the Scottsboro City Schools and Scottsboro High School website. Hard copies are available upon request. The code of conduct serves as a guide for disciplinary violations and consequences as related to student behavior. It is the responsibility of each student to be familiar with this document. The Code of Conduct is in effect for all students at school and at school-sponsored events regardless of location.

Two notable items within the code of conduct:

1. **STUDENT/EMPLOYEE HARASSMENT, INTIMIDATION, BULLYING AND CYBER-BULLYING:** Any act that substantially interferes with a student's educational benefits, opportunities or performance including off-campus/out-of-school behavior that disrupts normal school operations including pictures/videos/audios made and placed on the internet.
2. **TOBACCO PRODUCTS:** Possession and/or use of any tobacco product, including electronic devices, is a violation.

IN SCHOOL DETENTION

ISD may be assigned by the principal or assistant principal when necessary if the code of conduct, school rules or procedures are not followed. Students will be required to complete an ISD packet and all course work before returning to class.

ALTERNATIVE SCHOOL

Alternative School placement is a disciplinary option for Class 3 offenses or for a pattern of code of conduct violations. A-school is located on the campus of SHS. Hours of operation are 7:30-2:30 and require private transportation. Courses are offered via distance and online learning. A certified teacher facilitates the online learning.

DRESS CODE

The dress code at SHS recognizes the need for students to dress both fashionably and comfortably. Scottsboro High School is a center of learning and should not be disrupted due to a student's attire. Any student who fails to dress appropriately will not be allowed to attend class until proper clothing can be secured. Parents will be called to bring proper clothing to the school. Until proper clothing can be secured, the student may be assigned ISD.

1. No head covering (hats, bandannas, etc.) will be worn in the building.
2. No sunglasses will be worn indoors to cover eyes.
3. Body piercing is limited to the ears. Other piercing may not be visible other than the ear.
4. Hairstyles should be kept neat and hair colors will be limited to natural hair colors.
5. All shirts are to be long enough to cover mid-section with arms raised. All shirts, tops, dresses, must touch the natural shoulder line with at least a 2" strap.
6. **Clothing shall not be so tight or loose as to be revealing.** Clothing must conceal all undergarments. Students are not permitted to wear tank tops, mesh clothing, spandex clothing, spaghetti strap type clothing, halter tops, tube tops, cut-off tops and shorts, see-through clothing, midriff tops, backless dresses or tops, bicycle shorts, etc. Students are to wear clothing in the manner for which it is designed. No clothing shall be worn inside out; suspenders/braces shall be fastened and belts buckled.
7. Pants should be worn at the natural waistline. Clothing must be clean. No skin or undergarments should be visible through holes or tears. Mutilated clothing is not allowed.
8. Articles of clothing must be appropriate for school wear. Skirts, dresses and shorts may be no shorter than 4 inches above the top of the kneecap. Skirts with slits are acceptable only if the end of the slit is no higher than 4 inches above the top of the kneecap.
9. Shoes appropriate to the school setting must be worn at all times.
10. Wallets, bracelets, belts, and other clothing and accessories with spikes, studs, or chains are not allowed.
11. Insignias, buttons, and clothing which is censored or suggestive of alcoholic beverages, tobacco, racially, ethnically or sexually suggestive, vulgarities, violence and/or are gang related will not be worn.
12. Trench coats, over coats, dusters, or any other bulky style coats will not be worn during the school day.
13. Any clothing or accessories which the administration deems inappropriate, distracting or causing undue attention to oneself, and/or offensive will not be permitted.

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES

- Students are allowed to possess an electronic device (cell phone) and use it **BETWEEN CLASSES AND DURING LUNCH.**

- Cell phones should be turned off while in class or at school assemblies.
- Photos/videos may not be taken due to student confidentiality regulations and safety concerns.
- Student use of cellular phones and other electronic devices for in class activities, field trips, athletic events, and extracurricular activities during school hours, before or after school will be at the discretion of the principal, event sponsor, teacher coach, and/or driver.
- Neither the school nor its personnel will be responsible for the loss, damage, or theft of an electronic device brought to school or a school event or confiscated by school personnel.

Should a cell phone violation occur, the phone will remain locked in the office for 10 calendar days unless the parent or guardian chooses to come to the office to sign out the phone. The parent will sign an agreement that a second incident concerning a cell phone violation will result in the phone remaining in the office for 10 days. Multiple offenses of this nature will result in more stringent and heavier consequences.

STUDENT DRIVING PRIVILEGE RULES AND REQUIREMENTS

1. All vehicles operated by students or parked on the school grounds must be registered with the school and must display the current parking pass on the rear view mirror at all times the vehicle is on campus.
2. To purchase a parking pass, please bring your valid driver's license, proof of insurance, form with parent signature and \$20. A student driver who acquires a license during the second semester may purchase a decal for \$10.
3. Students are responsible for accidents, injury or damage caused by their driving of automobiles or to the contents therein.
4. Any vehicle entering any Scottsboro city schools grounds is subject to a vehicle search by the School Resource Officer or School Officials at any time
5. Parking is strictly limited to the student parking area and to the specific space assigned.
6. There will be no loitering in the parking area before, during or after school.
7. The speed limit on the Scottsboro High School campus is 15 MPH (5 MPH in student parking areas).
8. Reckless driving will not be tolerated and could result in a State of Alabama citation, heavy fines and the accumulation of six points against the student's Alabama driving record.
9. It is illegal to make left turns onto the access road at the Highway 72 intersection during peak traffic/restricted times.
10. Driving on the grassy areas rather than using the parking lot exits is prohibited. Offenders may be charged with criminal mischief and required to reimburse the school for the damages.
11. Seat belts are required by state law and are mandatory while operating a motor vehicle on school grounds.
12. No driver leaving campus for any reason before school hours are complete should transport another student in their vehicle.(Including athletes leaving during 4th block)

Violation of any of the above rules/regulations may result in a local school citation, \$10.00 fine, loss of privileges and/or the vehicle being towed at the owner's expense.

MEDICATION

If it is necessary to bring medication to school, a parent/guardian must deliver it to the office secretary and complete a form regarding dosage. Medicine will be dispensed and returned as needed.

TEXTBOOKS

Students are responsible for textbooks checked out to them and are expected to be returned at the end of the semester. Lost and damaged textbooks will be paid for by the student or the student's guardian. If a book is found and returned after payment is made, money will be refunded less a \$5.00 fee.

ACCEPTABLE USE POLICY (AUP) FOR SCOTTSBORO CITY SCHOOLS

The Scottsboro City School's Acceptable Use Policy ("AUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic communications or equipment provided by Scottsboro City Schools (the "network."). The Scottsboro City Schools reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to

others as it deems necessary. Users should have no expectation of privacy regarding their use of Scottsboro City School's property, network and/or Internet access or files, including email. The use of a Scottsboro City Schools account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from Scottsboro City School's employment, or criminal prosecution by government authorities. The Scottsboro City Schools will attempt to tailor any disciplinary action to meet the specific concerns related to each violation. Please refer to the Acceptable Use Policy on our website at <http://shs.scottsboroschools.net> or on the district website <http://www.scottsboroschools.net> for more information.

CAFETERIA REGULATIONS

SHS participates in the Federal Lunch Program. As a participant we are obligated to follow their guidelines.

1. Vendor food may not be delivered to the school by parents or vendors. (examples: McDonald's, Pizza Hut, Subway, etc.)
2. Confectioneries may not be sold during the lunch period such as cokes and candy.
3. Food or drink should remain in the lunchroom or designated eating area.
4. Meals may not be charged.
5. Remain in your seating area and clean up after yourself.
6. Lunch is supervised by teachers, administration and SRO's.
7. Restroom breaks are provided at teacher's discretion either before or after lunch, not during
8. Parents are allowed to eat lunch with their children but must first check in through the office

PROM GUEST/DRESS GUIDELINES

Guests attending the Scottsboro High School Junior/Senior Prom must be at least a high school sophomore and no older than 20 years of age. Guests must be either (1) attending a high school and should present a letter from their principal stating they are in good standing, or (2) have graduated and must present a copy of their diploma. The presentation of the letter from the student's principal and or a copy of their diploma must be presented by the Friday, one week before Prom. None of the above documentation will be accepted during the week before Prom. **NO EXCEPTIONS WILL BE MADE. A GED IS NOT ACCEPTABLE.** The administration reserves the right to deny admission to the prom at any time. Prom attire should be formal and modest in nature. Two-piece dresses will NOT be allowed.

MONTHLY DRILLS

In accordance with Alabama guidelines, monthly weather and security drills will be performed. Procedures for proper execution of the drills will vary from class to class. Familiarize yourself with the procedures for your various locations. Fire drills are signaled by short rings of the bell while tornado drills begin with short blasts from an air horn. Directives to secure will be signaled by an announcement from the administrator.

VISITORS

Parents and community members are welcome to visit our school. Anyone having legitimate business should come to the office for permission to be on campus and sign the visitor's log and receive an identification badge. Visitors must sign out in the office before they leave. Due to liability and space, student visitors will not be allowed in classes or at lunch.

EXTRA-CURRICULAR ELIGIBILITY

The AHSAA regulations determine student extra-curricular eligibility. Students must pass four core courses as well as two electives maintaining a minimum 70 average for the previous two semesters. In addition, athletes must meet strict rules regarding residence, age and guardianship that must be in order. Any questions regarding eligibility should be directed to the Athletic Director.

NON-DISCRIMINATION POLICY

The Scottsboro City Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its programs or activities, and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance may be directed to the Director of Special Education,

Scottsboro City Board of Education, 305 South Scott Street, Scottsboro, Alabama 35768. Telephone 218-2100.